

Position Description

POSITION	Maintenance Tradesperson
SECTION	Civil & Park Maintenance
DEPARTMENT	City Assets
BUDGET SUBJECT	635
POSITION NO.	BCC302, BCC304, BCC307, BCC308, BCC309
POSITION TYPE	Full-time
REPORTS TO	Senior Maintenance Supervisor
DIRECT REPORTS	No
POSITION GRADE	Band 2 Level 1 Salary System Grade 6
DATE	February 2015

POSITION PURPOSE:

- To install and maintain Council's street furniture in an optimum condition.
- To undertake other maintenance activities to Council's requirements and in an efficient and cost effective manner.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the Work Health and Safety (WHS) Management System to ensure a safe place of work.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Extensive experience in the installation and maintenance of street furniture including signs, bus shelters, Armco safety railing and other structures.
- Experience in supervising labourers, plant operators and sub-Contractors.
- Sound knowledge of the functions of road and drainage maintenance activities.
- Experience in operating minor plant.
- Must hold a Trades Certificate.
- Class MR Licence.
- Appropriate Work Cover Certificates and Licences.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- Provide the highest level of service to internal and external customers.
- Adhere to Council's Code of Conduct, relevant Australian Standards, Guidelines, Codes of Practice, Statutory, and Legal requirements.
- To complete programmed and responsive works in an efficient and cost effective manner without causing undue delay and inconvenience to the general public.

WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2017 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Planning of assigned works.
- Ensure that all EPA, OHS, Codes of Practice, Australian Standards and Work Cover requirements are adhered to.
- Maintain good public relations with residents/public.
- Pre-organisation prior to commencing work activities.
- Scheduling of the various tasks required to be completed successfully.
- Ensure that completed works are of good quality.
- Working to specifications and instructions
- Endeavour to foresee any problems in order to minimise delays or additional costs to the job including consultation with the supervisor if required.
- Ensure relevant work instructions are followed at all times.
- Ensure:
 - Correct traffic control set out on work sites
 - There are no contradictory signs;
 - There are no distracting signs
 - Signs are suitably placed, by considering sight distance, visibility including replacement of damaged or defective signs
- Site safety is every ones responsibility, must ensure that the site is safe to personnel and the public.
- Endeavour to foresee any problems in order to minimise delays or additional costs to the job including consultation with the supervisor if required.
- Ensure materials used meet given specifications.
- Complete the assigned works in best quality, in a timely and efficient manner.
- Induct other staff when needed.
- Attend and when required conduct toolbox talks with crews.
- Assist in the review and update of works instructions.
- Perform any other duties that may be required which are within the training, competency and capabilities of the position holder as instructed by the supervisor.

SELECTION CRITERIA:

- Relevant experience in accordance with requirements of Position Description.
- Appropriate qualifications.
- Knowledge of applicable legislation/regulations.
- Computer Literate.
- Demonstrated commitment to customer service.
- Ability to work within a team environment.

- Availability to work flexible working hours.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.
- Instructions by authorised personnel are carried out in a proficient manner.
- Works are completed within the scheduled period and within budget.
- Adherence with Council's OHS Management System and OHS Guidelines.

Employee Name (PRINT): _____

Employee Sighted and Agreed: _____

Date: _____

Supervisor Name (PRINT): _____

Authorised by Supervisor: _____

Date: _____